

**City of Newport News**  
***Keeping the P.A.C.E.***  
***Health Management Program***

### Who can participate in the program?

All full time employees are eligible to participate in the Member Health Assessment (MHA) and Biometric Screening, and Coaching.

Keeping the P.A.C.E. City of Newport News	
ASSESSMENTS	POINTS
Annual <b>P</b> hysical & Biometric Screening (Required)	100
Member Health <b>A</b> ssessment (Required)	100
<b>C</b> oaching (Required)	100
<b>E</b> arn a \$100 Visa Gift Card!	

### How to Register

- Visit [www.MyViverae.com](http://www.MyViverae.com)
- Click **New User Registration**
- Enter your last name and date of birth (DOB)
- Enter your identifier: **Employee ID** (found on upper left hand corner of paycheck advice)
- Enter the registration code: **newport**
- Create a user name (5 – 25 characters)
- Create a password (8 – 12 characters) using letters (upper and/or lowercase), numerals, and/or special characters (such as @\$%&#)
- Select a security question and answer, then click **Save**

### Already Registered?

- Visit [www.MyViverae.com](http://www.MyViverae.com)
- Enter your user name and password
- Click log on
- **If you have forgotten your user name or password contact Viverae customer service for assistance.** The toll-free number is 888-VIVERAE (1-888-848-3723)

### Step 1

See your doctor for your annual physical and annual blood work.

Annual Physicals are covered at 100% by our insurance plan once every calendar year.

### Step 2

Complete the Member Health Assessment online at [www.MyViverae.com](http://www.MyViverae.com).

The MHA asks questions about specific lifestyle habits. Upon completion, your Member Health Report will highlight your current risk level for each lifestyle habit and give you tips for improving your overall health and well-being.

*You will need to enter your laboratory results so be sure to have the information handy.*

### Step 3

Complete a Coaching session. These sessions take place over the phone or by secure messaging on [www.MyViverae.com](http://www.MyViverae.com) and last between 10 minutes to one hour depending on your health score.

Contact a Health Coach by calling 888-VIVERAE (848-3723) or visit the [MyViverae](http://www.MyViverae.com) homepage and

- Select **Inbox** from the pull-down menu containing your name in the upper right corner of the home page.
- Click on the **Send a Secure Message to a Health Coach** link.
- Request a coaching session

**The Physical, Assessment, and Coaching must be completed by December 31, 2016 to be eligible for a \$100 gift card.**